WREN ANAIS WILSON

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Professional Summary

Detail-oriented Cybersecurity Analyst with over 7 years of experience in handling sensitive and compartmentalized data by maintaining multiple information systems and related databases, ensuring data accuracy and integrity through routine program audits and ad hoc spot checks.

Key Proficiencies

Microsoft Office Suite | SQL | Java | Python | Linux Command Line | Security Auditing | Written / Verbal Communication | Customer Service | Data Entry | Database / Inventory Management

Work Experience

Student Support Clerk | *UTA Military and Veteran Services Office* | February 2025 – Current

- Provided support for over 4,000 military-connected students via telephone and walk-in services, aiding in their application and utilization of education benefit programs.
- Processed initial entry and amendment of enrollment certifications into Veteran Affairs management system, documenting benefit usage and inputting reductions as needed.
- Completed periodic auditing of student accounts to verify proper receipt of tuition and fee payments from the VA, averaging $5,000 in disbursements per applicable semester.

Technical Data Clerk | *Amentum* | August 2018 – March 2022

- Incorporated notices, changes, and revisions within their designated time frame into all applicable publications within technical library totaling over 30,000 assets.
- Managed master inventory of over 1,000 applicable technical documents for site's multi-lot attack fighter aircraft and their associated maintenance equipment.
- Promptly ran cybersecurity frame packages and semiannually installed program software updates, properly up-keeping system effectiveness for over 100 laptops.

Central and Dispersed Technical Publication Librarian | *US Navy* | February 2015 – August 2018

- Processed and filed approximately 5000 maintenance action forms, establishing proper documentation of completed service tasks as required.
- Recognized resource deficit that prevented full utilization of all available workstations and responded by acquiring and issuing 40 new computers to applicable offices.
- Decreased critical discrepancies in internal and external audits by 35% by semi-annually training over 100 technical manual program supervisors.

Education

Bachelor of Science in Information Systems | *University of Texas at Arlington* | May 2025

Google Cybersecurity Certificate | *Coursera* | March 2025